Make Refund from Surplus Amount (Student Fees)

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Classic View: Student Information > General > Fees

Search Terms: Fees

Deposits create a **surplus** that can be applied to future fee assignments. Any amount paid which exceeds the amount owed also becomes a **Surplus**. The **Surplus** amount appears at the top of the Fees Editor.

To refund all or part of a Surplus, click the **Make Refund** button. The Refund panel displays and you can enter a **Refund Amount**, a **Transaction Date**, any **Comments** associated with the refund and click **Make Refund**. Campus subtracts the refund amount from the surplus total.

> **The district or school is responsible for returning the refund to the account holder.**